

NJ SMART SID Management FAQs

While the SID Management Student Data Handbook outlines this same information, this list of commonly asked questions provides explicit clarification to some of the common misconceptions related to SID Management.

1. Question: What if a student enrolls in the LEA in the summer and then leaves the LEA before the first day of school?

Answer: The LEA should report the student as Inactive, and list a School Exit Date as the first day of school as well as the appropriate School Exit Withdrawal Code. If a SID number was never obtained for this student, the record should be erased.

2. Question: Where do I find contact information for a NJ SMART Point of Contact from another LEA?

Answer: A Point of Contact list can be found in the NJ SMART Documents folder of the Help & Support tab of NJ SMART.

3. Question: What if an LEA does not have the available information to correct an error for a student?

Answer: All required elements must be included in the student's record in order to receive a SID for the student.

4. Question: What should a LEA do if a student legally changes his or her name?

Answer: LEAs will have an opportunity to make this change directly in the portal using the Edit function. Students with a name change can also be uploaded in a SID Management file at which time those records will move to Unresolved. The LEA must use the Request SID Association option.

5. Question: What if I have an incorrect SID Number?

Answer: To obtain the correct SID number select Edit on the student's record, delete the SID number and then select Update. Once the record processes through the correct SID number will be generated.

6. Question: How do I report my graduating seniors to NJ SMART?

Answer: All 12th graders should be submitted as active to NJ SMART in the June 30th Snapshot and End of Year State Submission. Once SID Management is re-opened, all LEAs can upload the 12th graders as Inactive with the appropriate School Exit Date and School Exit Withdrawal Code. This also applies to students in 6th or 8th grade that are leaving a K-6 or K-8 district.

NJ SMART SID Management FAQs

- 7. Question: I am a K-6 or K-8 district. I use School Exit Withdrawal Code of “L” for students who have graduated my elementary or middle school, but I receive an Error that this exit code is not valid. What is the correct code to use?**

Answer: Note that “L” is a valid School Exit Withdrawal Code only for students who graduated high school. For students graduating elementary and middle school, LEAs must use the appropriate exit code as outlined in the SID Management Student Data Handbook. For example, the correct School Exit Withdrawal Code for a student who is graduating middle school from a K-8 district and will begin 9th grade at a regional high school district would be “T4” – Transfer to a public school outside district.

- 8. Question: What do I do if one student has two SIDs?**

Answer: Go to Unresolved records and click on the Local ID for the student that has two SIDs. View the two records to make sure that they represent the same student. If the same student does have two SID numbers, contact the NJ SMART Help Desk, njsmart@pcgus.com, and provide them with the students name and both SID numbers. From there an NJ SMART representative will work with you to determine the best course of action.

- 9. Question: What should I do if a parent or family does not identify race or ethnicity of the student?**

Answer: LEAs currently have local processes in place for addressing this scenario—and those procedures should continue. For all non-Hispanic students (Ethnicity = N), at least one race category must be identified for each student reported.

- 10. Question: For School Entry Date and School Exit Date, which date should the district report if a student enters and exits the district multiple times within a single school year?**

Answer: The last Entry date for the student should be the most current information.

- 11. Question: Should I provide a School Exit Withdrawal Code for a student who is ACTIVE, but who changed schools within the LEA?**

Answer: No, an active student should not have a School Exit Date and a School Exit Withdrawal Code.

NJ SMART SID Management FAQs

- 12. Question: If a LEA uses separate databases to assign Local IDs for each school, there may be duplicates within the LEA. Must Local Identification Numbers (LID) be unique within the LEA?**

Answer: Yes, local IDs must be unique within the LEA. This is the most direct way for a district to match issued Statewide Identification Numbers (SID) back to the assigned students. Schools can create unique district IDs simply by including a school code as part of their ID structure.

- 13. Question: I received an Error for the Combination of County, District and School Codes is not valid. Where do I go to find the correct codes combination to resolve this**

Answer: All valid county, district, and school Code combinations can be found in the NJ SMART County District School Code list.

- 14. Question: I looked through the Out of District Records page, but noticed students on that page that I do not recognize and have no relationship with my LEA. What should I do?**

Answer: If you believe students on the Out of District Records page may have been linked to your district by mistake, the best course of action is to contact the LEA that is submitting these students to SID Management. You can identify the submitting LEA on the same page, on the right-most column for "District Code Submitting". When you contact the LEA, explain why you believe that the students should not be on your Out of District Records page, and notify them of any mistakes they may have made.

- 15. Question: I have records that have been in "Pending" status for several days now. What should I do with these records?**

Answer: Records that have a status of Pending are records that are in the process of being either assigned a new SID or being associated with an existing SID. **It can take up to three days** for the NJ SMART system to process Pending records, after which the record will leave Pending status and be moved to your All Student Records page. In the mean time, you do not need to take any action.

- 16. Question: How do I reactivate an inactive record?**

Answer: You will not be able to edit an inactive record. Resubmit the record as active to SID Management via either the Add a Student function or a file upload. Once the record processes through it will overwrite the inactive record. Remember to keep the LID and SID the same.

NJ SMART SID Management FAQs

17. Question: *Once a student attending a Non Public school is no longer receiving services or the student is no longer attending the Non Public school, how do I inactivate the student?*

Answer: The student's record should be updated to reflect a Status of I for inactive and the School Exit Withdrawal Code of PPE.

18. Question: *Why do I have records in Student Sync?*

Answer: These were in your SID Management as active, however when you completed your last Full File upload these records were not included. Review your record in Student Sync to determine if it should be added back into SID Management as active or if the record should be inactivated.

19. Question: *When do I erase a record?*

Answer: If a student was ever your reporting responsibility, erasing the record is NOT the correct option, the record should be inactivated instead. There are only 2 reasons a record should be erased; the record does not represent an actual student or the record was uploaded in error and the student is not your responsibility.

20. Question: *When should we remove inactive records from SID Management?*

Answer: It is important to remember to keep those students who were inactivated after the close of your school year in SID Management so that they are captured in the October 15 Snapshot as such. The October 15th Snapshot will be used for various state and federal extracts and counts; this does include data from both active and inactive records. You should remove these inactive records when SID Management after October 15th.

21. Question: *What should be included in my first Full File upload for the new school year?*

Answer: The Full File upload should include:

The inactive records of those students who transferred out of your district after the end of the previous school year and the inactive records of any graduates from the previous school year (Even if the records have already been inactivated, you want to make sure they still appear in your SID Management file as inactive).

The active records for those students who you are responsible for, as well as the active records of any new students entering into your district for the new school year.

NJ SMART SID Management FAQs

22. Question: If a student transfers schools within the same district, which attendance data should be used?

Answer: The attendance data in SID Management is collected in the Cumulative Days fields. The totals are based on the student's attendance within district. If a student transfers schools **within the same** district, their attendance data should be calculated using both locations.

23. Question: What tuition code should I enter if two entities are paying tuition?

Answer: Tuition is paid by only one entity. The code that indicates that tuition source should be used for this data element. Sometimes a second entity may pay for outside services; however those services are not considered tuition and should not be reflected in the Tuition Code.

24. Question: Will I receive an error if my Special Education Classification field differs in Special Education Submission from what was submitted to the SID Management?

Answer: Yes, our validation rules are put into place to make sure all classification codes are submitted correctly. The Special Education Classification code must be the same in both submissions. To avoid this error, you should submit your SID Management file first then proceed with the Special Education Submission file. The error will be present in the Special Education Submission not SID Management.

25. Question: How do I report students receiving Special Education Services who are parentally placed in a Non Public school within district?

Answer: If the student is considered non-public, you should report either REC or NREC (Receiving or Not Receiving services) in the Non Public field. You can report data for any field in SID Management, but there are certain fields that are required for non-public students:

- | | |
|-------------------------------|-------------------------------|
| ▪ Local Identification Number | ▪ Race Pacific |
| ▪ State Identification Number | ▪ Race White |
| ▪ First Name | ▪ County Code Resident |
| ▪ Last Name | ▪ District Code Resident |
| ▪ Gender | ▪ School Code Resident |
| ▪ Date of Birth | ▪ County Code Receiving |
| ▪ City of Birth* | ▪ District Code Receiving |
| ▪ State of Birth* | ▪ School Code Receiving |
| ▪ Country of Birth* | ▪ County Code Attending |
| ▪ Ethnicity | ▪ District Code Attending |
| ▪ Race American Indian | ▪ School Code Attending |
| ▪ Race Asian | ▪ School Exit Withdrawal Code |
| ▪ Race Black | ▪ Enrollment Type |

NJ SMART SID Management FAQs

- Status
- Grade Level
- LEP Program Start Date
- LEP Program Completion Date
- Special Education Classification

*If you do not have this information, these fields can be left blank.

26. Question: *When do you indicate that a student has been retained?*

Answer: For SID Management, students that are not currently repeating their grade level but will be retained in the upcoming year should be reported with an “N”. These students should not be reported as “Y” until the October 15th SID Snapshot of the following school year.

27. Question: *What Program Type Code do a report a special education student who is only in a special education program for 20% of the time:*

Answer: If the student is not in a special education program for more than 39% of the time the Program Type Code must match exactly to the Grade Level submitted for each student. This field must have a value of 18 – 33 or 38 if the student is a Special Education Classified student and is a special education program for more than 40% of the time.

28. Question: *What should I do if a special education student has a Grade Level that does not fit a particular school, but is enrolled there due to a program of instruction?*

Answer: You should reflect the student’s primary program of instruction in the Program Type Code field. This will allow you to submit a Grade Level that is typically not part of that school’s curriculum.

29. Question: *How do I correct Grade Level errors that I am receiving in my SID Management?*

Answer: Districts should make sure they have the correct School Code Attending for their students before the SID Snapshot is taken on either 10/15 or 6/30. The codes can be found on the Grades offered tab in the most recent version of the County, District, and School Codes document. This will list all of the Grade Levels approved for each school in each district.

30. Question: *How should I report a student for Free and Reduced Lunch Rate Status if there was not a qualifying application submitted?*

Answer: NJ SMART is collecting this information on students who are eligible and not necessarily receiving Free or Reduced lunch. Your district should have this information prior to the October 15th SID Snapshot to be able to report on it.

31. Question: *How can I resolve a record that is inactive and in the Unresolved page in my SID Management?*

NJ SMART SID Management FAQs

Answer: How to resolve inactive unresolved records:

If the record is Unresolved with another district, the Request Association button is now available.

- Select the Unresolved tab on the left side of the SID Management Home Page
- Select the LID number of the student in question
- If you have identified that the potential matching student is the same student, select the SID number under Potential Matches
- Select the Request Association button
- *important: do not request association if the records are two different students.

If the record is unresolved with another record from your district and it is the same student, delete the record that is unresolved.

- Select the Unresolved tab on the left side of the SID Management Home Page
- Select the LID number of the student in question
- Select the Delete button

32. Question: I have students that are identified as being in need of Limited English Proficient Services but the parents refused LEP services. Are the LEP fields filled out for this student in SID Management?

Answer: Yes, starting with the 2014-2015 school year, students who are identified as being in need of LEP services but are not in an actual LEP program should still be identified as a LEP student. The LEP Program Start Date should reflect the date the student was identified as needing these services.

The LEP Completion Date should be captured as REFUSED. The field only accepts a valid date that is AFTER the LEP start date OR the word REFUSED.

33. Question: How are shared-time vocational students reported to SID Management?

Answer: These students are reported by the resident district and the non-vocational school in which the student is attending for part of the day would be the receiving school. The resident CDS codes will correspond to the where the student lives and the attending CDS codes should represent the vocational school. This is outlined under number 6 of the NJ SMART Reporting Responsibilities document.

34. Why am I receiving Warnings regarding my attendance data?

Currently the Cumulative Days information submitted for the student does not meet the standards outlined by the NJDOE. Cumulative Days in Membership and Days Present should not be less than 10 days from the first day of school until October 15th of the reporting period. Also, Cumulative Days in

NJ SMART SID Management FAQs

Membership and Days Present should not be less than 30 days from the first day of school until the June 30th of the reporting period. Check the Cumulative Days reported for this student for accuracy. If it is inaccurate, make the change to remove the record from Warnings. If it is correct, leave the record as is, Warnings will not generate system errors.

35. How do I report a Preschool Referral Student that has not yet been evaluated?

To report a Preschool Referral Student that has not yet been evaluated:

- District Entry Date and School Entry Date should be the date of referral for the child.
- Grade Level, Program Type Code, Special Education Classification, Tuition Code, and Free And Reduced Rate Lunch Status should be left blank as the child is still undergoing the evaluation process.
- The Attending CDS should be listed as the County, District and Schools codes the Preschool Referral Student would attend if they are deemed eligible for services.
- Status should be reported as A for Active while they are undergoing their evaluation.
- The student will still need a valid issued SID Number as well as an assigned Local Identification Number.

36. I have a student who is Homeless but has been domiciled at the same address for one year. Do I still report the student as being Homeless?

Domiciled students are considered homeless and should be reported as such to NJ SMART.

In a situation where a student becomes homeless in one district and at some point finds temporary shelter (i.e. doubling up, shelter, etc.) but **not** permanent housing in a second district, then for the next 12 months while the student remains homeless, the original district (where they lived/attended when the homeless condition occurred) is required to provide tuition and/or bussing for that student.

After one year of homelessness, the student is considered “domiciled” in the second district, which relieves the original district from fiscal responsibility. In NJ SMART and SID Management Reporting Responsibility terms, the financial responsibility moves to the district that has been submitting their SID since the student found temporary shelter and started attending their school.